

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES**

**Aging and Adult Services Bureau
Area Agency on Aging
Family Caregiver Support Program**

Request for Interest RFI #363

Supplemental Services for Assistive Devices and Home Adaptations for Caregiving

The Contra Costa County Employment and Human Services Department's (EHSD) Area Agency on Aging (AAA) announces Request for Interest (RFI) seeking non profit organizations to provide the following services under the Older Americans Act (OAA) Family Caregiver Support Program (FCSP):

Assistive Devices for Caregiving: This may involve the purchase, rental and or service fee of any equipment or product system ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device that will facilitate and enhance the caregiving role.

Home Adaptations for Caregiving: This means a service that makes any minor or major physical change to the home in order to facilitate and enhance the caregiving role. This can range from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll in shower.

Purpose

The Employment and Human Services Department's (EHSD) Aging and Adult Services Bureau Area Agency on Aging provides services to seniors to promote self-determination, dignity and quality of life. Our programs primarily address the needs of frail, elderly individuals who can and want to live more independently but need extra support. This particular program funded under Title III E of the Family Caregiver Support Program (FCSP) is designed to aid and assist the family caregiver in their role as the primary caregiver. The focus of the program is the Caregiver. The language of the contract will reflect Older Americans Act (OAA) regulations.

Funding

EHSD will award a fee-based one year standard contract to the selected organization/s for up to \$24,986. Contract may be renewed for two additional years depending on contractor's performance. Organization should prepare a budget that sets forth all agency costs per service unit for the services provided as described in the two categories referenced above, i.e.: **Assistive Devices** and **Home Adaptations.**

Essential Functions

- Contractor will coordinate and network with other Family Caregiver Support Program Contractors in order to obtain referrals of caregivers who need assistive devices and or home adaptations.
- Contractor can directly provide the services or subcontract with a licensed contractor to provide the services specified under this RFI.
- Contractor shall be responsible for entering client information into the California Aging Reporting System (CARS) data base and generating monthly, quarterly and annual reports of services provided.
- Maintain an adequate and accepted accounting system and client intake and tracking system
- Insurance requirements: General liability and automobile liability.

Selection Criteria

Agencies that are able to service Contra Costa County in its entirety will be given preference over agencies that only serve a portion or region of the county. Additionally, preference will be given to existing or past Family Caregiver Support Program Contractors who have shown a demonstrated ability to provide services under the OAA Title III E FCSP and who want to add this program component to their contracted services. Selection Criteria is as follows:

20%	Respondent currently provides FCSP services to the AAA
20%	Knowledge / Experience working with Family Caregivers
20%	Knowledge /Experience working with Seniors
20%	Accounting System adequate to account for expenditures
20%	Adequate staffing to manage program appropriately

Document Submission Requirements

Interested parties must submit a proposal/cover letter addressing the provision of services referenced above including a budget, resume/s, and 3 references for **RFI #363 to:**

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI #363**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 313-1691
Fax: (925) 313-1758
E-mail: contractbid@ehsd.cccounty.us

Website: www.ehsd.org/rfi

**Responses must be received no later than 5:00pm Monday October 20, 2008.
Postmarks will not be accepted.**